

MSC Training Topics and Schedule – May 7th, 2015

1-2pm – Enterprise and MobileCirc “Judicial” Room (Jessie and Ken)—Learn more about the Enterprise OPAC and the MobileCirc app. Bring your questions and try some searches.

1-2pm – Beginning Copy Cataloging “Legislative” Room (Jemma and helpers)— Become a fearless copy-cataloger! Understand MSC standards and procedures, learn how to set your WorkFlows properties, select the best record from the MSC or SmartPort for your copy, get tips for selecting Item Types and Home Locations, and feel supported by a group of expert catalogers. After this training feel free to stay for the Intermediate session.

2-3pm - Intermediate Copy Cataloging “Legislative” Room (Jemma and helpers)— Copy-cataloging Pro tips. Learn about SmartPort settings and advanced searching in SmartPort, understand how to tell if a record needs enhancements and how to add them (for AR and series statements), find out solutions to common errors while copy cataloging, take a closer look at RDA, and discover how your cataloging mentor can help you tackle original cataloging. Attendance at Beginning Copy Cataloging is preferred.

2-3pm – Reports Q & A “Judicial room” (Amy)—Bring your reports questions and learn tips and tricks for getting the reports that you need running more efficiently.

3-4pm – Advanced Searching in Workflows – “Judicial” Room (Jessie)—Learn more about Item Search properties and use advanced search functions to save time at your public service desks.

4-5pm – OCLC and EBSCO – “Judicial” Room (Cara Orban)--OCLC and EBSCO updates -- Stop in for an overview of WorldCat Discovery and see what’s new in our EBSCO suite.